

**CITY OF BOSTON
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT
LEAD SAFE BOSTON PROGRAM**

26 Central Avenue
Hyde Park, MA 02136
617-635-0190

CLIENT INFORMATION PACKAGE

The City of Boston's Department of Neighborhood Development (DND), through its Lead Safe Boston program (LSB), is a resource for qualified owners to delead their property and reduce the risk of lead-paint poisoning in children. Through funding from the United States Dept. of Housing and Urban Development's Office of Healthy Homes and Lead Hazard Control, the program provides a comprehensive package of services that may include a combination of grants and loans to assist in the process of lead abatement. These favorable terms will require the property owner to maintain ownership and affordable rents for income eligible families with young children for at least five years. This document highlights the basic program elements and further discussion is often necessary to determine eligibility.

If you have questions about the program, or the process, please contact us at (617) 635-0190.

WHO CAN PARTICIPATE IN THE PROGRAM?

- **Owner-occupants** of residential housing whose household income does not exceed eighty percent (80%) of local area median income may be eligible for a conditional grant to pay for the cost of deleading up to the maximum funding cap. Rental units to be delead must be occupied by a family whose household income is also at or below 80% of median income and a child under the age of six (6) must occupy (or spend a significant amount of time) in all units to be delead.
- **Investor-owners** of residential housing may also be eligible for a conditional grant to pay for all allowable deleading costs, up to the maximum funding cap. At least one half of the units delead must be occupied by families at or below fifty percent (50%) of area median income and the remaining units occupied by families at or below eighty percent (80%) of area median income. There is no income limit for the investor-owner and abated units must be occupied, or made available to, income eligible families with a child under the age of six (6) for at least five (5) years.

All program terms are based on funding availability and subject to change

INCOME ELIGIBILITY LIMITS

The following guidelines determine initial eligibility for the Lead Safe Boston Program. They are reviewed, and adjusted, annually and thus are subject to change without notice.

80% of Median: (Owner-Occupants, Tenants of an Owner-Occupant, some Tenants of Investor-Owner)

<u>HOUSEHOLD SIZE</u>	<u>INCOME</u>
1 person	\$ 46,300
2 person	\$ 52,950
3 person	\$ 59,550
4 person	\$ 66,150 (base)
5 person	\$ 71,450
6 person	\$ 76,750
7 person	\$ 82,050
8 person	\$ 87,350

50% of Median: (Tenants of an Investor-Owner)

<u>HOUSEHOLD SIZE</u>	<u>INCOME</u>
1 person	\$ 28,950
2 person	\$ 33,100
3 person	\$ 37,200
4 person	\$ 41,350
5 person	\$ 44,650
6 person	\$ 47,950
7 person	\$ 51,250
6 person	\$ 54,600

MONTHLY RENT LIMITS

(without utilities included)

	1-BDRM	2-BDRM.	3-BDRM.	4-BDRM
80% MEDIAN INCOME:	\$1241.	\$1489	\$1704.	\$1919.
50% MEDIAN INCOME:	\$776.	\$931.	\$1065	\$1241.

All Eligibility Limits Are Subject To Change, Please call to confirm

STEPS TO THE LEAD SAFE BOSTON PROGRAM

It is the goal of the program to ensure that participating property owners receive safe and effective lead-paint abatement services on terms they can afford. Each of the following steps will be discussed in greater detail with your Project Manager and are summarized here to answer frequently asked questions.

Step 1: APPLICATION

Fill out and submit the completed LSB application along with copies of the required documentation from the application checklist on page 4. Once your application has been reviewed, a program representative will contact you to discuss the next step.

Step 2: ENROLLMENT

DND, or its Partner Agency, reviews your application for eligibility and explains the terms and conditions of the program. If eligible, you're enrolled in the program and additional compliance documents are forwarded for your review, signature and return. Upon receipt, a lead inspection is ordered which will be used by a Construction Specialist to create a work write-up and cost estimate that meet both the requirements of the Massachusetts Lead Law and your approval.

Step 3: COMMITMENT/LOAN CLOSING

DND, or its Partner Agency, assists you in obtaining bids for deleading from which you select a contractor. Based on that selection, DND will commit funds for the project and, if necessary, you will need to make arrangements for additional project funding. Once all funding is secured, a closing will occur where you endorse the program Terms and Conditions, Promissory Note and Mortgage that detail the conditions attached to your grant. You'll also sign a Contract with the deleading contractor that allows them to make the necessary notifications prior to your project start.

Step 4: ABATEMENT/RELOCATION

A Project Manager will review your relocation needs to insure that the appropriate unit(s) are vacated before work begins. Deleading work will proceed as scheduled and you are notified of final clearance results prior to re-occupancy. You, along with the Construction Specialist and the Lead Paint Inspector will approve payment applications at appropriate project milestones.

Step 5: PROJECT COMPLETION

Upon final inspection and approval by you, the Construction Specialist, the Lead Paint Inspector and the Inspectional Services Department, final payment is made to the contractor. In addition, we will forward the properties deleading history to appropriate state and federal agencies along with notice of any vacant, deleaded unit(s) to the City of Boston's Metrolist.

LEAD SAFE BOSTON PROGRAM CHECKLIST OF REQUIRED DOCUMENTS

The following documents are needed to process your application, please return this information with your application as soon as possible. **Copies** (not originals) of all items listed below are required from both the Applicant and, where necessary, the Co-Applicant(s).

- ✓ Copy of the recorded **deed** to your property.
- ✓ Proof of all **household income**: 3 current consecutive pay stubs for household members older than 18, Year to date income statement if self-employed, Retirement statements, Benefit statements, Rental Income statement etc.
- ✓ Copy of all **mortgage statements**.
- ✓ Copy of your current Federal and State income **tax returns**, including schedules.
- ✓ Copy of the **insurance policy** coverage page for the property to be abated.
- ✓ Copy of the **Lead Paint Inspection Report** (if applicable) from licensed inspector.
- ✓ Completed **Tenant Questionnaires** (if applicable).
- ✓ Copy of most recent **Boston Water & Sewer** bill.
- ✓ Copy of **Real Estate Tax** bill for all City of Boston properties owned.

Any missing or incomplete documents will cause a delay in processing your application, and could jeopardize your enrollment in the program. Because this program is based on funding availability, all program terms are subject to change by the City of Boston's Department of Neighborhood Development and the United States Department of Housing and Urban Development. If you have any questions about the program, or the application process, please contact the Lead Safe Boston program at (617) 635-0190.